

**SALES DISCLOSURE FORM**

State Form 46021 (RB/7-08)

Prescribed by Department of Local Government Finance  
Pursuant to IC 6-1.1-5.5

SDF ID

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County Year Unique ID

SDF Date: \_\_\_\_\_

PRIVACY NOTICE: The telephone numbers of the parties on this form are confidential according to IC 6-1.1-5.5-3(d).

**PART 1 - To be completed by BUYER/GRANTEE and SELLER/GRANTOR****A. PROPERTY TRANSFERRED - MUST BE CONVEYED ON A SINGLE CONVEYANCE DOCUMENT**

1. Property Number	Check box if applicable to parcel	5. Complete Address of Property	6. Complete Tax Billing Address (if different from property address)
A.) TAX KEY NUMBER OR 18 DIGIT STATE MAP#	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement	PROPERTY ADDRESS OR APPROXIMATION IF FARM FIELD	OWNER'S TAX MAILING ADDRESS
7. Legal Description of Parcel A: <u>ATTACH DESCRIPTION</u>			
B.)	<input type="checkbox"/> 2. Split <input type="checkbox"/> 3. Land <input type="checkbox"/> 4. Improvement		
7. Legal Description of Parcel B:			

**B. CONDITIONS - IDENTIFY ALL THAT APPLY**

If conditions 1-11 apply, filers are subject to disclosure and a disclosure filing fee.

YES	NO	CONDITION
<input checked="" type="checkbox"/>	<input type="checkbox"/>	1. A transfer of real property interest for valuable consideration.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Buyer is an adjacent property owner.
<input type="checkbox"/>	<input type="checkbox"/>	3. Vacant land. <u>BUILDING IN TAKE?</u>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Exchange for other real property ("Trade").
<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Seller paid points. (Provide the value Table C Item 12.)
<input checked="" type="checkbox"/>	<input type="checkbox"/>	6. Change planned in the primary use of the property? (Describe in special circumstances in Table C Item 3.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Existence of family or business relationship between buyer and seller. (Complete Table C Item 4.)
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Land contract. Contract term (yr): _____ and contract date (MM/DD/YYYY): _____
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Personal property included in transfer. (Provide the value Table C Item 5.)
<input type="checkbox"/>	<input type="checkbox"/>	10. Physical changes to property between March 1 and date of sale. (Describe in special circumstances in Table C Item 3.)
<input type="checkbox"/>	<input type="checkbox"/>	11. Partial interest. (Describe in special circumstances in Table C Item 3.)

NOTE LIFE ESTATE IN C3

If apply, filers conditions 12-15 are subject to disclosure, but no disclosure filing fee.

YES	NO	CONDITION
<input checked="" type="checkbox"/>	<input type="checkbox"/>	12. Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, or probate.
<input type="checkbox"/>	<input checked="" type="checkbox"/>	13. Documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	14. Transfer to a charity, not-for-profit organization, or government.
<input checked="" type="checkbox"/>	<input type="checkbox"/>	15. Easements or right-of-way grants.

**C. SALES DATA - DISCLOSE VALUE OF ITEMS LISTED IN TABLE B, ITEMS 1-15**

1. Conveyance date (MM/DD/YYYY): LAST OWNER SIGNATURE

2. Total number of parcels: # OF TAX IDS USED IN 1, A

3. Describe any unusual or special circumstances related to this sale, including the specification of any less-than-complete ownership interest and terms of seller financing.  
CITE LESS THAN FEE INTEREST  
CONVEYED OR DAMAGES PAID

YES	NO	CONDITION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Family or business relationship existing between buyer and seller? Amount of discount: \$ _____

Disclose actual value in money, property, a service, an agreement, or other consideration.

5. Estimated value of personal property:	\$ <u>0</u>
6. Sales price:	\$ <u>L &amp; E ONLY</u>

YES	NO	CONDITION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Is the seller financing sale? If yes, answer questions (8-13).
<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Is buyer/borrower personally liable for loan?
<input type="checkbox"/>	<input checked="" type="checkbox"/>	9. Is this a mortgage loan?
10. Amount of loan:		\$ <u>NA</u>
11. Interest rate:		<u>NA</u> %
12. Amount in points:		\$ <u>NA</u>
13. Amortization period:		<u>NA</u>

**D. PREPARER**

<p><u>INDOT BUYER NAME</u> Preparer of the Sales Disclosure Form</p> <p><u>100 N. SENATE AVE</u> Address (Number and Street)</p> <p><u>INDIANAPOLIS, IN 46204</u> City, State, and ZIP Code</p>	<p><u>BUYER</u> Title</p> <p><u>INDOT</u> Company</p> <p><u>REGION MANAGER'S</u> Telephone Number</p> <p>_____ E-mail</p>
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**E. SELLER(S)/GRANTOR(S)**

<p>_____ Seller 1 - Name as appears on conveyance document</p> <p>_____ Address (Number and Street)</p> <p>_____ City, State, and ZIP Code</p> <p>_____ Telephone Number</p> <p>_____ E-mail</p>	<p>_____ Seller 2 - Name as appears on conveyance document</p> <p>_____ Address (Number and Street)</p> <p>_____ City, State, and ZIP Code</p> <p>_____ Telephone Number</p> <p>_____ E-mail</p>
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**Under penalties of perjury, I hereby certify that this Sales Disclosure, to the best of my knowledge and belief, is true, correct and complete as required by law, and is prepared in accordance with IC 6-1.1-5.5, "Real Property Sales Disclosure Act".**

<p>_____ Signature of Seller</p> <p>_____ Printed Name of Seller</p> <p>_____ Sign Date (MM/DD/YYYY)</p>	<p>_____ Signature of Seller</p> <p>_____ Printed Name of Seller</p> <p>_____ Sign Date (MM/DD/YYYY)</p>
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**F. BUYER(S)/GRANTEE(S) - APPLICATION FOR DEDUCTIONS AND CREDITS - IDENTIFY ALL ITEMS THAT APPLY**

<p><u>STATE OF INDIANA</u> Buyer 1 - Name as appears on conveyance document</p> <p><u>100 N. SENATE AVE</u> Address (Number and Street)</p> <p><u>INDIANAPOLIS, IN 46204</u> City, State, and ZIP Code</p> <p><u>REGION MANAGER'S</u> Telephone Number</p> <p>_____ E-mail</p>	<p><u>NA</u> Buyer 2 - Name as appears on conveyance document</p> <p>_____ Address (Number and Street)</p> <p>_____ City, State, and ZIP Code</p> <p>_____ Telephone Number</p> <p>_____ E-mail</p>
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**THE SALES DISCLOSURE FORM MAY BE USED TO APPLY FOR CERTAIN DEDUCTIONS FOR THIS PROPERTY. IDENTIFY ALL OF THOSE THAT APPLY.**

YES	NO	CONDITION	YES	NO	CONDITION
<input type="checkbox"/>	<input checked="" type="checkbox"/>	1. Will this property be the buyer's primary residence? Provide complete address of primary residence, including county:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	3. Homestead
<p>_____ Address (Number and Street)</p> <p>_____ City, State ZIP Code      _____ County</p>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	4. Solar Energy Heating/Cooling System
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	5. Wind Power Device
<input type="checkbox"/>	<input checked="" type="checkbox"/>	2. Does the buyer have a homestead to be vacated for this residence? If yes, provide complete address of residence vacating, including county:	<input type="checkbox"/>	<input checked="" type="checkbox"/>	6. Hydroelectric Power Device
<p>_____ Address (Number and Street)</p> <p>_____ City, State ZIP Code      _____ County</p>			<input type="checkbox"/>	<input checked="" type="checkbox"/>	7. Geothermal Energy Heating/Cooling Device
			<input type="checkbox"/>	<input checked="" type="checkbox"/>	8. Is this property a residential rental property?

**Under penalties of perjury, I hereby certify that this Sales Disclosure, to the best of my knowledge and belief, is true, correct and complete as required by law, and is prepared in accordance with IC 6-1.1-5.5, "Real Property Sales Disclosure Act".**

<p><u>BUYER'S SIGNATURE</u> Signature of Buyer 1</p> <p>_____ Printed Name of Buyer 1</p> <p>_____ Sign Date (MM/DD/YYYY)</p>	<p>_____ Signature of Buyer 2</p> <p>_____ Printed Name of Buyer 2</p> <p>_____ Sign Date (MM/DD/YYYY)</p>
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**PART 2 - COUNTY ASSESSOR**

The county assessor must verify and complete items 1 through 14 and stamp the sales disclosure form before sending to the auditor:

1. Property	2. AV Land	3. AV Improvement	4. Value of Personal Property	5. AV Total	6. Property Class Code	7. Neighborhood Code	8. Tax District	9. Acreage
A.)								
B.)								

**Assessor Stamp**10. Identify physical changes to property between March 1 and date of sale. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YES NO CONDITION

☐ ☐ 11. Is form completed?☐ ☐ 12. Sales fee required?

13. Date of sale (MM/DD/YYYY): \_\_\_\_\_

14. Date form received (MM/DD/YYYY): \_\_\_\_\_  
\_\_\_\_\_

Items 15 through 18 are to be completed by the assessor when validating this sale:

15. If applicable, identify any additional special circumstances relating to validation of sale. \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

YES NO CONDITION

☐ ☐ 16. Sale valid for trending?☐ ☐ 17. Validation of sale complete?18. Validated by: \_\_\_\_\_  
\_\_\_\_\_**PART 3 - COUNTY AUDITOR****Auditor Stamp**

1. Disclosure fee amount collected: \$ \_\_\_\_\_

2. Other Local Fee: \$ \_\_\_\_\_

3. Total Fee Collected: \$ \_\_\_\_\_

4. Auditor receipt book number: \_\_\_\_\_

5. Date of transfer (MM/DD/YYYY): \_\_\_\_\_

YES NO CONDITION

☐ ☐ 6. Is form completed?☐ ☐ 7. Is fee collected?☐ ☐ 8. Attachments complete?**PART 4 - RECEIPT FOR STATEMENT OF CREDIT/DEDUCTION OF ASSESSED VALUATION**

SDF ID \_\_\_\_\_

SDF Date (MM/DD/YYYY) \_\_\_\_\_

Buyer 1 - Name as appears on conveyance document \_\_\_\_\_

Parcel Number \_\_\_\_\_

Address of Property (Number and Street) \_\_\_\_\_

List the deductions for which the Sales Disclosure Form is application: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

City, State, and ZIP Code of Property \_\_\_\_\_

Auditor Signature \_\_\_\_\_

Date (MM/DD/YYYY) \_\_\_\_\_

A person who knowingly and intentionally falsifies value of transferred real property, or omits or falsifies any information required to be provided in the sales disclosure form commits a Class C felony.

Indiana law requires a sales disclosure form (SDF) to be reviewed for completeness by the county assessor before being forwarded to the county auditor and must be completed whenever a conveyance document (see definition below) is filed. The county auditor may not accept a conveyance if (1) the sales disclosure form is not included with the conveyance document; or (2) the sales disclosure form is incomplete and/or is not stamped by the county assessor. A separate SDF is required for each parcel conveyed, regardless of whether more than one (1) parcel is conveyed under a single conveyance document. However, only one (1) SDF is required if there is a single conveyance document that conveys two (2) or more contiguous parcels located entirely within a single taxing district. A person filing a sales disclosure form marked only with sales conditions subject to a disclosure filing fee shall pay a fee of ten dollars (\$10.00) to the county auditor.

**Definitions**

**Conveyance Document** - means any transfer of a real property interest for valuable consideration to include any document, deed, contract of sale, agreement, judgment, lease that includes the fee simple estate and is for a period in excess of ninety (90) years, quitclaim deed serving as a source of title, document presented for recording that purports to transfer a real property interest for valuable consideration. Filers are required to disclose, but are not subject to a fee when filing the following: documents for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, judgment, condemnation, or probate; documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety; transfer to a charity, not-for-profit organization, or government; or easements or right-of-way grants. Filers should note that the following items do NOT require a sales disclosure form be prepared: security interest documents such as mortgages or trust deeds; leases less than 90 years; agreements and other documents for mergers, consolidations, and incorporations involving solely non-listed stock; quitclaim deeds not serving as a source of title. Additionally a sales disclosure form is not required for a transfer for no consideration or a gift, or when rerecording to correct prior recorded document.

**Personal property** - means items that are not attached (built-in or affixed) to the real estate (land and buildings). This might include items such as washers, dryers, window treatments, stoves and refrigerators. Other items considered personal property are boats and other vehicles, inventories (livestock, goods in process or for trade, or agricultural commodities) and machinery used in farming or manufacturing.

**A. PROPERTY TRANSFERRED**

A single conveyance document (see definition above) may include multiple properties as long as the parcels are contiguous and located entirely in a single taxing district. All parcels and property listed in this box must be conveyed on a single conveyance document. Parcels and property on separate conveyance documents must be submitted on separate sales disclosure forms. If the transaction consists of more than three parcels, an additional list of parcel numbers and lot sizes must be attached to this document.

1. **Property Number:** State and/or local required property number(s) (including all dashes and decimals on the sales form). An identification number that is assigned to a parcel of land to identify that parcel from any other parcel within a given taxing jurisdiction. List all parcels separately using separate attachments if needed. Should the sales disclosure form be submitted prior to assignment of the State mandated 18 digit parcel number, the name of the subdivision and the lot number as provided by the county planning must be included. If the property is personal property the county assigned ID is required.
2. **Split:** Check if the parcel is split, or section off, from another parcel included on this sales disclosure form.
3. **Land:** Check if this parcel is land only without improvements.
4. **Improvement:** Check if this parcel includes buildings or structures that are located on the land.
5. **Complete Address of Property:** Provide the street address of the taxable real estate. A P.O box address is not acceptable.
6. **Complete Tax Billing Address (if different from property address):** Provide the owner mailing address for the owner record.
7. **Legal Description:** Provide a legal description of real property by government survey, metes and bounds, or lot numbers of a recorded plat. A legal description is especially important for metes and bounds descriptions and new parcels. The legal description may be provided as an attachment to and/or uploaded with the sales disclosure form.

**B. CONDITIONS**

The information in this section is used to determine sales characteristics, establish market value, and determine applicability of the sale and for use in ratio or other studies. The appropriate response should be filled in for all conditions that apply to the sale. Please note that while indicating that certain conditions will result in not paying a filing fee, the buyer/grantee or seller/grantor is still responsible for completing the form in full.

1. **A transfer of real property interest for valuable consideration:** A transfer of a real property in exchange for money, performance, or a promise of performance.
2. **Buyer is an adjacent property owner:** A person who lives on a border of listed property.
3. **Vacant land:** A parcel in which there is no improvement value.
4. **Exchange for the other real property ("Trade"):** An exchange of property usually without use of money.
5. **Seller Paid Points:** An incentive by the seller to acquire a buyer.
6. **Change planned in the primary use of the property:** Identify if the property's classification will be changed from its current status, i.e., residential to commercial. Describe in special circumstances, table C, item 3.
7. **Existence of family or business relationship between buyer and seller:** Do the buyer and seller have a mutual interest in the listed property.
8. **Land contract: Contract term and Contract date:** A purchase allowing the grantee possession of the property and the grantor retaining the deed to the property until the terms of the contract are met. The contract term is listed as a two digit number.
9. **Personal property included in transfer:** Property that is not permanently affixed to and not a part of the real estate, and further defined by state statute and rule.
10. **Physical changes to property between March 1 and date of sale:** A change from current property class status, changed to a different use, i.e., grocery store changing to bowling alley.
11. **Partial interest: Individual not having 100% interest in said property.** Provide a description in special circumstances in table C item 3.

12. Document for compulsory transactions as a result of foreclosure or express threat of foreclosure, divorce, court order, condemnation, or probate: Court ordered transaction.
13. Documents involving the partition of land between tenants in common, joint tenants, or tenants by the entirety: Split of property between two or more individuals who own inseparable interest in a parcel of real property.
14. Transfer to a charity, not-for-profit organization, or government entity: Identify if the property will be owned by a charity, not-for-profit organization or a government entity as a result of the transfer.
15. Easements, right-of-way grants: Right held by one party of said property to use the land of another for a specific purpose.

**C. SALES DATA**

The conveyance date and sales price of the property transfer is to be printed in the spaces provided. Any unusual or special conditions of the sale that may affect the sales price or terms of the sales agreement should also be described. With regard to personal property (see definitions below), the buyer or seller must enter an estimated value of the personal property included in the sale. Similarly, the buyer and seller must enter the amount of seller paid points as applicable.

1. Conveyance date: Date the conveyance document is signed. Effective date of the deed or document, or the date of the most recent signature on the conveyance document. This date determines what year the sale may be used for trending calculations and may also be referred to as the date of the sale.
2. Total number of parcels: Total number of parcels included on the conveyance document. Each should be listed separately in table A above. If there are more than two parcels involved in the transaction, additional parcel information must be included in an attachment to this form.
3. Describe any unusual or special circumstances related to this sale, including the specification of any less-than-complete ownership interest and terms of seller financing.
4. Is there a family or business relationship existing between buyer and seller? Do the buyer and seller have a mutual interest in said property? State the amount of any discount from market value.
5. Provide estimated value of personal property: This should be the amount of property not permanently affixed to said parcel. Refer to number 8 in section B.
6. State the price at which said property is actually sold.
7. Identify if the seller is financing the sale: If the answer is yes to this question, C. Sales Data, items 7-13 must be completed.
8. If seller is financing, indicate whether the buyer/borrower personally liable for loan.
9. If seller is financing, identify if this is a mortgage loan.
10. If seller is financing, state the amount of loan being financed by the seller.
11. If seller is financing, state the interest rate shown as a percentage.
12. If seller is financing, state the amount in points. Principal amount deducted.
13. If seller is financing, state the amortization period or the time needed to repay a loan on said property.

**D. PREPARER**

The individual preparing the sales disclosure form is to provide full name, title, company, full address, telephone number, and email. The contact information provided is used by county officials to validate the sale and must be valid for at least 30 days following the filing of the sales disclosure form. Telephone number and email are requested in order for the assessor to validate the sale. Telephone numbers provided are retained as confidential.

**E. SELLER(S)/GRANTOR(S)**

Seller(s)/grantor(s) are to provide the full name, address, telephone number, and email for seller(s) or entity as applicable. The contact information provided is used by county officials to validate the sale and must be valid for at least 30 days following the filing of the sales disclosure form. If there are more than two individuals or entities involved in the transaction, additional ownership information must be included in an attachment to this form. Telephone number and email are requested in order for the assessor to validate the sale. Telephone numbers provided are retained as confidential. Seller(s)/grantor(s) are required to sign certifying that the sales disclosure is true, correct and complete as required by law, and is prepared in accordance with IC 6-1.1-5.5.

The buyer/grantee, seller/grantor or their representatives must sign one (1) sales disclosure form, or if the parties do not agree on the information to be included on the completed form, each party must sign and file a separate form. For conveyance transactions that involve more than two (2) parties, it is sufficient for one (1) transferor and one (1) transferee to sign the SDF. If anyone other than the buyer/seller or an attorney of the buyer/seller is signing the form, a properly executed Power of Attorney must be completed and attached. A person who knowingly and intentionally falsifies value of transferred real property, or omits or falsifies any information required to be provided in the sales disclosure form commits a Class C felony.

**F. BUYER(S)/GRANTEE(S) - APPLICATION FOR DEDUCTIONS AND CREDITS**

Buyer(s)/grantee(s) are to provide the full name, address, telephone number, and email for buyer(s) or entity as applicable. The contact information provided is used by county officials to validate the sale and must be valid for at least 30 days following the filing of the sales disclosure form. If there are more than two individuals or entities involved in the transaction, additional ownership information must be included in an attachment to this form. Telephone number and email are requested in order for the assessor to validate the sale. Telephone numbers provided are retained as confidential. The buyer/grantee must also indicate whether the property will be used as a residential primary residence. Buyer(s)/grantee(s) are required to sign certifying that the sales disclosure is true, correct and complete as required by law, and is prepared in accordance with IC 6-1.1-5.5. The sales disclosure form may be used to apply for the homestead credit and homestead standard deduction for this property. The sales disclosure form may also be used to reapply for items 4-7 below to the extent that they already exist on this property, and state form 18865, Statement For Deduction Of Assessed Valuation (Attributed To Solar Energy System / Wind, Geothermal or Hydroelectric Power Device), is on file at the county auditor. The buyer(s) must identify all that apply to the property included on the sales disclosure.